

Minutes of September 22, 2017 CSGK Board Meeting

Attendees: Monsignor Osborn; Pastors: Frs. Farrell, Hyman, and Schmidt; Lay Members: S. Carr and M. Ogrin, LAC Reps: E. Brown and S. Clyne, Principals: B. Kosmerick, B. Reits and A. Zommers, CSGK Staff: M. Anderegg and K. Willard; Superintendent: M. Erich; Other Staff: Fr. Adams

Call to order: 3:40pm

Opening Prayer: Fr. Farrell

Approval of Agenda: September 22, 2017

Motion: Fr. Schmidt moves to approve Agenda; Fr. Hyman. Motion passes.

Approval of Consent Agenda:

1. Minutes: June 16, 2017

2. Principal

2.1. Hackett Catholic Prep (B. Kosmerick)

Mission and Catholic Identity:

2.1.1. All School Masses will be celebrated on Thursdays (except on Holy Days), starting at 10:46 am. The sacrament of Reconciliation is available from 8:30 – 10:30 am on Mass Days and also from 2:30 – 2:50 pm on Tuesday through Friday.

2.1.2. Adoration will run from 11 am to 1 pm each Friday this year. Students will have the opportunity to attend adoration during lunch. Each week we will have a different 6th hour classroom gather for Benediction.

2.1.3. Teachers attended a retreat on August 15, along with the staffs from St. Monica, St. Augustine, and Immaculate Conception, and St. Mary Paw Paw.

2.1.4. Seniors continue their work on the Capstone Project. They will have their 2nd Mentor Meeting next week, and their rough draft will be due toward the end of October.

2.1.5. Father Adams is meeting with parents of new students to discuss how the school and parents can partner together in faith formation of these students.

2.1.6. The 2018 Rome Pilgrimage is under way. Close to 20 students are already confirmed.

2.1.7. The Respect Life Team will participate in the Life Chain on Sunday, October 1. The group also plans on attending the rally in Washington DC in January.

2.1.8. Kathy Williams is our new Campus Minister/Student Services Coordinator. Kelli Rider is the new Parent Outreach Coordinator.

Academic Excellence:

2.1.9. Hackett had one student from the Class of 2018 who earned “Commended” status in the National Merit Scholarship process.

2.1.10. We welcome the following new staff members to Hackett: Shelly Germinder – Executive Assistant, Courtney Eiseler-Ward – Spanish I, and Lorri Batsie – Technology. We currently have Paul Smith (HCC Class of 2013 and Harvard Class of 2017) as a long-term sub in math.

2.1.11. Hackett teachers attended a 3-day PD the week before school started that included training on the RenWeb program, using data to drive instruction, and Marzano best practices. The data and Marzano pieces were provided by experts from KRESA.

2.1.12. Lorri Batsie has begun working with select teachers on incorporating a greater use of technology and the iPads in their classroom.

School Governance:

- 2.1.13. Our renovation of the HCP Chapel continues. The chapel was painted over the summer and new carpet will be placed in the coming weeks.
- 2.1.14. Laura Toweson has joined our LAC.
- 2.1.15. HCP hosted a new family and legacy family tailgate before the September 8th home varsity football game. In this year's freshman class we have 8 legacy families.

School Funding:

- 2.1.16. The Big Hole Golf Outing on September 16th was a great success! We increased the number of golfers, sponsors, and amount raised.
- 2.1.17. We continue to look at getting bids for the lower foyer bathroom project. We hope to have plans moving forward regarding that in the next two months.

2.2. St. Augustine Cathedral School (A. Zommers)

Faith:

- 2.2.1. 1 staff member completed training for Level II Catechesis of the Good Shepherd. 2 staff members completed the first part of Level I training in July.
- 2.2.2. Teachers and staff attended their annual retreat August 15 in Three Rivers. Kurt Lucas offered us 2 sessions on evangelization in our Catholic schools.
- 2.2.3. Fr. McNally has been in communication with the middle school team and will be starting Confirmation preparation, using the syllabus updated by Fr. Marotti.
- 2.2.4. Students in Pre – 6 have all started their weekly catechesis sessions in the Atria.
- 2.2.5. We are implementing our revised code of conduct, which provides us guidance on our behavior through the lens of virtue.
- 2.2.6. We celebrated the feast of our patron, St. Augustine, throughout the school on August 28. The day began with a school Mass celebrated by Bishop Bradley.
- 2.2.7. Fr. McNally is offering the sacrament of Reconciliation to students on Thursday mornings, 7:30 – 8:30 in our Level I Atrium area.
- 2.2.8. 3rd grade has begun their year-long service to the residents of Eleanor House, hosting their first "Mid-Month Munchies", collecting snacks for the children living at the shelter.

Knowledge:

- 2.2.9. 7 teachers attended the Professional Learning Communities Institute in Grand Rapids in August.
- 2.2.10. All teachers attended training for the new student information system, RenWeb in June or August.
- 2.2.11. New science textbooks have been purchased for MS and will be rolled out over this year.
- 2.2.12. The After School Care Program is well staffed this year with all current folks returning from last year.
- 2.2.13. Rachel Thayer is continuing as AD this year. Our new volleyball coach, Sierra Hubbard-Neil, a former member of the St. Philip HS championship team!
- 2.2.14. Meet the Teacher August 20 was very well attended, as always!
- 2.2.15. Parent Information Night was well attended. We had the most attendance in parents of grade 1, 2, 4, 5.
- 2.2.16. Our first session of MAP testing began this week. Students in grades 3-8 are taking the science test this year in addition to math, reading and ELA. Our 2nd grade has now moved to using the 2-8 MAP test, vs. the primary grades MAP. This will allow us to identify gaps, specifically in reading and language usage, earlier.
- 2.2.17. We have new teachers this year: Mrs. Rebecca Klien is teaching first grade, Mrs. Ellen Chenier is teaching Kindergarten, Mrs. Kelli Nuyen is part of the 4th/5th team, teaching math and social studies. Miss Appleyard moved back to the Pre-2 division to teach our ½ split and Mr. Nacci moved up to the MS to teach social studies.
- 2.2.18. Mr. Cox is now our technology support specialist and divides his time between St. Augustine and St. Monica.
- 2.2.19. We have new non-core teachers through PPS: in addition to Ms. Werner (music K-5), we have Mrs. Eiseler-Ward (Spanish), Mr. Grinwis (technology), Mr. Twichell (PE) and Mr. Pixley (art).
- 2.2.20. We are still looking for a 5th middle school teacher and we are very grateful to Mrs. Ashby for agreeing to long-term sub.
- 2.2.21. Mrs. Hendricks is helping us out as aide in the 4th/5th grade split classroom.

Stewardship:

- 2.2.22. The Legacy Golf Outing brought in \$31,493. Expenses were \$3000, but we have not yet paid Imperial Beverage.
- 2.2.23. The LAC stepped up to host coffee and donuts on our first day of school. There was a great turnout in our foyer, as it was raining outside!
- 2.2.24. PTO hosted their annual Back to School Tailgate September 8.
- 2.2.25. Legacy committee met on September 11 and September 18 to start planning for dinner/dance.
- 2.2.26. We have 342 students enrolled – same number as we began the last 2 years. We also have a family with 3 children joining us in October!! God is good!
- 2.2.27. Renovations on the school office are now complete! It looks spectacular. To date, we have spent \$20,878.60. We will receive a donation in November for \$7000, which covers the cost of the new furniture. That donation will reimburse the Legacy funds used for purchase.
- 2.2.28. We installed carpet in 5 rooms on the 2nd floor, and purchased new desks for 5 classrooms, using capital improvements funds through CSGK.
- 2.2.29. We poured a new concrete landing outside the back doors using capital improvements funds.
- 2.2.30. One of our middle school students suggested a Dollar for Denim Day in response to the need for help for victims of Hurricane Hugo. We sent \$570 to Catholic Charities to aid in the recovery effort.

2.3. St. Monica School (B. Reits)**Mission and Catholic Identity:**

- 2.3.1. All teachers and staff had an opportunity to attend a retreat, led by Deacon Lucas, on August 15th at Immaculate Conception in Three Rivers. The topic centered around evangelizing by example. All participants walked away with the task to make a measurable commitment to evangelize this school year.
- 2.3.2. Fr. Farrell celebrated our opening school Mass on Tuesday, August 22.
- 2.3.3. Our teacher Bible study began on Wednesday, August 30th at 3:30 and continues each month on the last Wednesday of the month. Deacon Lucas will facilitate the “Philippians” Bible study created by the Augustine Institute.
- 2.3.4. We welcome Michelle Moynihan, ECHO student from ND, who will be assigned to St. Monica Parish for two years and who will assist us when she is available. We look forward to working with Michelle.
- 2.3.5. Deacon Lucas will complete the first topic of our Parent/Student Bible and Catechism Study for students in grade 6 and their parents next week. The topic is “Morning Offering”.
- 2.3.6. Catechetical Sunday on September 17th was our first student-led Mass at 9:30. Coffee and donuts was served in the Parish Community Building following Mass. We had a great turnout!
- 2.3.7. Fr. Doctor will be teaching the seventh and eighth grade students with Deacon Lucas on Thursday mornings.

Academic Excellence:

- 2.3.8. Our Maker (STEM) Cart is getting a lot of use in the upper grade levels. This was a donation by the Housler family.
- 2.3.9. We kicked-off our Student Spaceflight Experiments Program (SSEP) Mission 12 on the morning of September 5 with our students in grades 2-8. We later Skyped with Dr. Jeff Goldstein, Director of the National Center for Earth and Space Science Education (NCESSSE) and teachers from St. Fabian Catholic School after dismissal that day to prepare for our 9-week lessons on space, microgravity, and experiment design. Student groups are currently developing ideas for their experiment, with help from Mrs. VanderBeek and Dr. Hammer.
- 2.3.10. Ethan Alexander, KRESA coach, will be working with any new classroom and specials teachers in CHAMPs in order to maintain continuity between grade levels and classroom behavior expectations. We are contracted for 5 sessions with Ethan this year.
- 2.3.11. Fall NWEA MAP tests are being administered to students in grades K-8 in the areas of math, reading, language, and science. Results will be shared at Student-led Conferences.
- 2.3.12. The Protect Young Eyes presentation on keeping our kids safe on the internet, by Chris MacKenna, was very well received by the parents who were available to attend on Tuesday, August 29.
- 2.3.13. KPS & PPS Title 1 students are currently being identified for services this school year.

- 2.3.14. We welcome the following new staff members to St. Monica: Carleen Bartlett – Main Office Administrative Assistant, Mike Pixley – Art, Kurt Twichell – Physical Education, Tim Grinwis – Technology, and Courtney Eiseler-Ward – Spanish!

School Governance:

- 2.3.15. We welcome the following new LAC members: Sue Clyne, Steve McNeill, and Michael Willis.

School Funding:

- 2.3.16. The 60th Anniversary t-shirt sale is sponsored by the Boosters and has seen a lot of business.

3. Local Advisory Council Reports

- 3.1. Hackett Catholic Central (T. Harding)—No Report
3.2. St. Augustine Cathedral School (E. Brown) – No Report
3.3. St. Monica School (S. Clyne) – No Report

4. Committee and Staff Reports

4.1. Advancement Review (K. Willard)

Mission and Catholic Identity:

- 4.1.1. The CSGK tailgate at the HCP Homecoming game will be held next Friday, September 29 before the football game. An invitation was extended to all CSGK families, as well as parishioners of our supporting parishes.
4.1.2. The Advancement Office is absorbing marketing responsibilities for CSGK, and will work with school leadership and current parents to identify the best outlets to promote our schools.
4.1.3. The fall editions of the Irish Connect parish newsletter and Irish Pride magazine are underway.

School Funding:

- 4.1.4. A summary of 2016-2017 fundraising will be included in your board packet. Overall, CSGK raised \$659,914.10. This included \$163,116.65 in unrestricted funds; an increase of 2.8% over the previous fiscal year.
4.1.5. The 2016-17 annual report of donors will be included with the fall edition of the Irish Pride as one publication.
4.1.6. Through the end of August 2017, the annual fund is 5% to goal. Solicitations begin in September, with faculty and staff, followed by alumni, parents, and friends in November.

Motion: Fr. Schmidt moves to approve the Consent Agenda; Fr. Hyman seconds. Motion passes.

5. Financial Review (M. Anderegg)

School Funding:

- 5.1 Finance committee reviewed the 2017-18 budget. This is based on final enrollment numbers with actual tuition contract numbers. Small surplus of just under \$5,000 is projected. Noted that gross tuition revenue is down by approximately \$100,000 even with the increase in enrollment.
5.2 Final 2016-17 financials will be presented at the October Board meeting.
5.3 Discussed bus leases that are set to expire at the end of the 2017-18 school year. Melissa to pursue renewal of those as well as potential lease of bus for St. Monica.

Mission and Catholic Identity:

- 5.4 Need to complete exit interviews via Survey Monkey for those families who left the CSGK system.

Open Item for the Committee to Focus on for the Current School Year:

- 5.5 Given difficulty in finding some teachers for the current school year, the Committee would like to work on a plan to gain better insight of our salary and benefit package to be able to compare to our local public school competition. We would also like to set a goal for making adjustments to our teachers to bring them closer to public school rates.

Next Finance Committee meeting is scheduled for Thursday, October 19, 2017, 3:30 at Hackett.

Motion: Fr. Schmidt moves to approve the 2017-18 budget; Brown seconds. Motion passes.

Motion: There being no other business before the Board, Fr. Schmidt moves to adjourn the regular meeting and move into Executive Session at 4:10 pm; Brown seconds. Motion passes.